

APPLICATION FOR EXEMPTION FROM D.C. REAL PROPERTY TAX



Government of the District of Columbia
Office of Tax and Revenue
Customer Service Administration
941 North Capitol Street, N.E., First Floor
Washington, DC 20002

I. General Information Section

Please read the instructions on page 4 and submit with this application the additional information detailed therein.

1. Full Name of Organization

Two stacked rectangular input boxes for the organization's full name.

2. Complete Mailing Address

Two stacked rectangular input boxes for the mailing address.

City / State / ZIP

3. Purpose of organization:

Form with checkboxes for Religious, Charitable, Scientific, Educational, Hospital, Library, Cemetery, and Other (describe). Includes an input box for the 'Other' category.

4. Form of organization:

Form with checkboxes for Corporation and Other (describe). Includes a date field for Date of Incorporation (mm/dd/yyyy) and a Place input box.

5. Principle sources of income:

Form with checkboxes for Donations, Grants, Interest, Dues, Rents, Dividends, Assessments, Initiation Fees, Business Operations, and Government (Federal and District). Includes an input box for 'Other (describe)'.

6. Date activities began in the District:

Date input field (mm/dd/yyyy) with a grid of boxes for digits.

7. Other tax exemptions granted (IRS, District, or Other State):

Large rectangular area with multiple horizontal lines for listing other tax exemptions.



**9. Is any part of the property used, rented, or leased by an organization other than the owner of record?**  Yes  No  
If "YES," explain in detail. Attach a statement if more space is required.


**10. Is the property income-producing, or is any portion of the property rented, leased, or used to secure income?**  Yes  No  
If "YES," explain in detail, including amount of gross income. Attach a statement if more space is required.


**11. Person to contact for information concerning application, or to arrange an appointment for inspection:**

<b>Contact Name</b>			
<b>Complete Mailing Address</b>			
<b>City / State / ZIP</b>			
<b>Telephone</b>			

**III. SIGNATURE AND VERIFICATION**

A false statement is punishable by criminal penalties under D.C. Official Code § 22-2405.

\_\_\_\_\_  
**Signature of Officer**

**Title**

**Print Name**

**Date**          
mm/dd/yyyy

**Telephone**

## INSTRUCTIONS FOR FILING APPLICATION FOR EXEMPTION

### GENERAL

This application is for use by organizations who wish to apply for exemption from the District of Columbia real property tax. All questions must be fully answered by every organization applying for an exemption. The completed application, together with all documents requested in these instructions, should be mailed to the Chief Assessor, Real Property Assessment Division, 4th Floor, 941 North Capitol Street, NE, Washington, D.C. 20002, or delivered to the Office of Tax and Revenue's Customer Service Center, First Floor, 941 North Capitol Street, N.E., Washington, D.C. 20002. Failure to submit any of the required information will delay action on the application for exemption, and may result in a denial.

### REAL PROPERTY

Organizations applying for exemption from D.C. real property tax must own the real property for which the request is made and qualify under D.C. Official Code § 47-1002. The applicant must specify the subsection of § 47-1002, detailing the major categories of exempt property, pursuant to which the exemption is sought. Current and proposed use of the property must be indicated, and a physical inspection of the property by this office is required. If any part of the property is leased, the tenant must supply the same types of documents that the owner must furnish with this application. Applications for exemption for property owned by foreign governments must be made through the U.S. Department of State, Office of Foreign Missions.

**The exemption, if approved, will commence the first full month following the date the application is filed, provided the requirements for exemption are met.**

### IMPORTANT

**The following documents and information must be submitted with the application for exemption by both the record owner and any tenant:**

1. A statement indicating the type of activities carried on by the organization during the past twelve months, and the extent to which such activities were carried on within the District of Columbia. If the organization did not operate for the full year, explain what it anticipates will be such activities for the current year;
2. If incorporated, a copy of the articles of incorporation (if not incorporated, a copy of the constitution, articles of association, declaration of trust, or other document whereby the organization was created and which sets forth its aims and purposes) and copies of all amendments thereto, along with any changes presently proposed;
3. A copy of the bylaws or other similar code of regulations, and all amendments thereto made or proposed;
4. A complete detailed statement of assets and liabilities as of the end of the latest annual accounting period;
5. A detailed statement of receipts and expenditures for the latest annual accounting period;
6. Copies of any publications for literature prepared by the organization in the pursuit of its activities;
7. Certificate of Occupancy and Certificate of Good Standing (D.C. Department of Consumer and Regulatory Affairs); and
8. Letter from the Internal Revenue Service that confirms the organization is exempt from federal income tax, along with the Federal Employer Identification Number of the organization.